

MEETING OF THE SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

MINUTES

June 14, 2018

[Clerk's note: Except where noted, public, staff and board member comments are paraphrased].

1. Roll Call

Chair Gomez called the Board meeting to order at 9:05 a.m. A roll call sheet listing Board member attendance is attached.

CHAIR PRESENTATION

Chair Gomez presented a recognition award to outgoing Councilmember Jim Cunningham of Poway for his service on the MTS Board of Directors for 11 years. She thanked him on behalf of the Board for his service to MTS. Mr. Cunningham accepted the recognition award and thanked MTS and the Board of Directors for the opportunity to serve on the Board for the past 11 years.

2. Approval of Minutes

Ms. Bragg moved to approve the minutes of the May 10, 2018, MTS Board of Directors meeting. Ms. Salas seconded the motion, and the vote was 14 to 0 in favor with Mr. Roberts absent.

3. Public Comments

Martha Welch – Ms. Welch commented on various route change issues with Route 11 and Route 929. She also commented on the lack of restrooms at bus stops and trolley stations.

Judy Johnson – Ms. Johnson commented on the Access service application process. She stated that it is too much of a hassle for riders to come to MTS in person to interview for Access service. She also commented that it is not safe for women to travel alone to the interviews in the pickup vans. She asked for an easier process and to reconsider the application and interview process.

CONSENT ITEMS

6. Unallocated Transportation Development Act (TDA) Funds for Transit-Related Projects
Action would approve the use of \$20,000 in unallocated TDA funds currently held by the County of San Diego for transit-related capital projects for the City of Santee.
7. Fiscal Year 2019 Transportation Development Act Claim
Action would adopt Resolution Nos. 18-5, 18-6, and 18-7 approving the fiscal year (FY) 2019 Transportation Development Act Article 4.0, 4.5, and 8.0 claims.

8. California Department of Transportation (Caltrans) Program of Projects for Federal Fiscal year (FFY) 2019 Federal Transit Administration (FTA) Section 5311 Funding
Action would approve Resolution No. 18-8 authorizing the use of and application for \$150,000 of FFY 2019 Section 5311 funds for operating assistance.
9. California Department of Transportation (Caltrans) Program of Projects for Federal Fiscal Year (FFY) 2019 Federal Transit Administration (FTA) Section 5311(f) Funding
Action would approve Resolution No. 18-9 authorizing the use of and application for \$300,000 of FFY 2019 Section 5311(f) funds for operating assistance in non-urbanized areas.
10. Security Services Agreement - Contract Amendment
Action would authorize the Chief Executive Officer (CEO) to execute Amendment No. 4 to MTS Doc. No. G1828.0-15 with Allied/Universal dba Transit Systems Security to: (1) Increase the employee paid rate for Armed Security Officers and Armed Sergeant (Supervisors) positions for the base contract and through all option years; (2) Include Armed Security Officers for the Centerline Station for the two option years of the contract through fiscal year 2021; and (3) Exercise the option years.
11. Fire Alarm Testing and Maintenance Services - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWG252.0-18, with Tri-Signal Integration, Inc., for a three (3) year base term with two (2) one-year options, exercisable at the CEO's discretion.
12. Old Town Transit Center Shelter Replacement - Change Orders 1, 2, and 3
Action would: (1) ratify Construction Change Order 1 to MTS Doc No. PWL204.3-16; Work Order MTSJOC7504-15.01, with ABC Construction, Inc. (ABC) for an adjustment to the construction catalog cost factor; (2) authorize the Chief Executive Officer (CEO) to execute MTS Work Order MTSJOC7504-15.02, PWL204.0-16 - Change Order 2, with ABC, for removal and replacement of existing lighting fixtures; and (3) authorize the CEO to execute MTS Work Order MTSJOC7504-15.02, PWL204.0-16 - Change Order 3, with ABC, for infill and coating of columns.
13. In-Plant Bus Inspections and Post-Delivery Audit Services - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. B0686.0-18 with TRC Engineering Services, LLC (TRC) for the provision of in-plant bus inspections and post-delivery audit services for a five (5) year period.
14. On-Call Plumbing Repair Services - Contract Award
Action would authorize the Chief Executive Officer (CEO) to: (1) Execute MTS Doc. No. PWG254.0-18, with Drain Medic, Inc., to provide on-call plumbing repair services for a one-year (1) base term with two (2) one-year options; and (2) Exercise the option years at the CEO's discretion.
15. Planet Bids E-Procurement - Contract Award
Action would authorize the Chief Executive Officer (CEO) to: (1) Execute MTS Doc. No. G2085.0-18, a Sole Source agreement with Planet Bids for E-Procurement for a five (5) year base term with five (5) one-year options; and (2) Exercise the option years at the CEO's discretion.

16. San Diego Transit Corporation (SDTC) Noncontract Pension Plan – Amendment
Action would approve the attached amendment to the Retirement Plan for Noncontract Employees (Noncontract Plan) of the San Diego Transit Corporation (SDTC) which adds a “pop-up provision” effective upon the death of a pensioner’s spouse.
17. Green Line Communications System Upgrade Project - Fund Transfer
Action would authorize the Chief Executive Officer (CEO) to execute Addendum 17, Scope of Work 41 to the MOU between the San Diego Association of Governments (SANDAG) and MTS for the ARINC/Rockwell Collins’ testing and integration support of the Green Line Communications System Upgrade project.
18. Investment Report - April 2018
19. Benches and Recycling/Trash Receptacles - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1451.0-18, with Avalon Amenities, Inc., for benches and recycling/trash receptacles at Morena Linda Vista, Fashion Valley Transit Center, Hazard Center and Qualcomm Stadium Station.
20. Light Rail Vehicle (LRV) Seat and Upholstery Replacement - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. L1459.0-18, a Sole Source agreement with Sardo Bus and Coach Upholstery for LRV seat and upholstery replacement.
21. San Diego Metropolitan Transit System (MTS) Hill Street Slope Repair Construction Services - Contract Award
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc. No. PWL246.0-18 with Hazard Construction Company for Hill Street Slope Repair.
22. Middletown Double Crossover - Phase 2 Design Services - Work Order
Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. WOA1953-AE-11 to MTS Doc. No. G1953.0-17 with Pacific Railway Enterprises, Inc. (PRE) for the Middletown Double Crossover - Phase 2 Engineering design services.
23. MTS Building C - Security Office Renovation - Award Work Order Under a Job Order Contract
Action would authorize the Chief Executive Officer (CEO) to execute Work Order No. MTSJOC7503-07, under MTS Doc. No. PWL234.0-17 with ABC Construction, Inc., for the provision of labor, materials, equipment, and supplies for the Building C – Security Office area renovation.
24. Trolley Yard Wireless Network Replacement
Action would authorize the Chief Executive Officer (CEO) to execute MTS Doc No. G2146.0-18 with AT&T Corp. to replace the trolley yard wireless network.
25. Trapeze Software License and Maintenance Agreement (Paratransit and Mini-Bus Services) - Contract Amendment
Action would: (1) Ratify Amendment No. 7 to MTS Doc. No. B0563.0-11 with Trapeze Software Group, Inc. (Trapeze) for \$14,850.00; (2) Ratify Amendment No. 8 to MTS Doc. No. B0563.0-11 with Trapeze for \$67,006.47; (3) Ratify Amendment No. 9 to MTS Doc. No. B0563.0-11 with Trapeze for \$71,975.00; (4) Ratify Amendment No. 10 to MTS Doc. No. B0563.0-11 with

Trapeze for \$19,603.00; and (5) Authorize the Chief Executive Officer (CEO) to execute Amendment No. 11 to MTS Doc. No. B0563.0-11 with Trapeze to add the Trip Broker Module dispatch software for \$113,625.00.

26. Courthouse Station Construction – Change Orders

Action would: (1) Ratify construction change order (CCO) amendments to MTS Doc. Nos. PWL222.0-17 with West Coast General/HMS Construction, Inc., a Joint Venture, for construction of the Orange Line Courthouse Station in the amount of \$72,939.60 (CCO's 3, 4, 6-14); and (2) Authorize the Chief Executive Officer (CEO) to approve additional change orders totaling \$164,582.45 (CCO's 15-23).

Action on Recommended Consent Items

Mr. Sandke moved to approve Consent Agenda Item Nos. 6 – 26. Mr. Hall seconded the motion, and the vote was 14 to 0 in favor with Mr. Roberts absent.

CLOSED SESSION

None.

NOTICED PUBLIC HEARINGS

27. Public Hearing for South Bay Rapid Implementation (Denis Desmond)

Denis Desmond, Director of Planning, provided a presentation on the South Bay Rapid 225 Implementation. He provided a brief background of the Rapid 225 project. He discussed the project status and details of the route. He reviewed the implementation plan beginning in September 2018 with full service beginning in January 2019. He presented pictures of the Rapid stations and signage. He reviewed the action and recommendation for this item.

Ms. Salas inquired about the service directions for this route during the soft launch of the service. Mr. Desmond replied that the service would run from the park and ride northbound in the morning and southbound in the afternoon back to the park and ride. He noted that service in both directions will begin in January 2019. Ms. Salas commented that this service will be very positive and convenient for the South Bay community.

Mr. Diaz inquired about the stop lights on the route. Mr. Desmond replied that there are traffic signals throughout the bus guideway and control the bus movement. Mr. Diaz inquired about the standard bike lane size. Mr. Desmond stated that he does not know the standard size for a bike lane, but the city was involved with the project and would have ensured that the bike lanes are of standard size. Mr. Diaz asked about signal preemption. Mr. Desmond replied that the traffic signals will allow the buses to continue throughout the corridor. He noted that the buses and pedestrians will be in separate phases of the traffic signaling system. Omar Atayee with SANDAG addressed the previous questions related to the bike lanes and the signal preemption system. He stated that five foot wide bike lanes are a Caltrans standard. He also stated that if a pedestrian has started a signal phase, then that signal phase will conclude before the bus signal phase begins. He noted that the same will occur if a bus signal phase has started, then that signal phase will have to conclude before a pedestrian signal phase begins. Mr. Diaz commented on the concerns from the school with crossing the six-lane street. Mr. Atayee

replied that SANDAG has bi-weekly meetings with the school regarding their issues. He stated that two of the six lanes of the street are bus-only guideways with four buses an hour traveling through the guideways. Mr. Diaz inquired about Route 712 and whether those buses would be using the Rapid 225 guideway. Mr. Atayee replied that there are opportunities for the local bus routes to use the Rapid 225 guideway.

Ms. Salas commented about meetings she has attended with the Hedenkamp community of Chula Vista regarding this project. She stated that they will continue to meet with the community as the project is implemented.

Mr. Alvarez inquired about the buses at the park and rides in National City and on H Street. Mr. Desmond replied that the H Street and Plaza Boulevard park and rides are future Rapid stations and will be completed once the 805 freeway improvements are completed. Mr. Alvarez asked about the bus-on-shoulder pilot from the 54 to the 94 freeway. Mr. Desmond replied that there is a segment of the 94 freeway where buses will travel along the shoulder from approximately Home Avenue going east to the 805 freeway. Mr. Desmond noted that new technologies will be used for the bus-on-shoulder pilot and once the pilot is concluded it will be evaluated whether or not the pilot can become permanent. Mr. Alvarez inquired about the size of the Rapid 225 buses. Mr. Desmond replied that the buses will be 60 foot articulated buses.

Action Taken

Ms. Salas moved to: (1) Receive public testimony; and (2) Approve the permanent implementation of the South Bay Rapid 225 route in January 2019, with a soft launch of limited service in September 2018. Mr. Diaz seconded the motion, and the vote was 14 to 0 in favor with Mr. Roberts absent.

DISCUSSION ITEMS

30. Creative/Marketing/Branding On Call Services - Contract Award (Rob Schupp)

Rob Schupp, Director of Marketing and Communications, provided a presentation on the Creative/Marketing/Branding On Call Services contract with Civilian, Inc. Mr. Schupp provided a marketing overview and reviewed the MTS Marketing in-house capabilities. He discussed new challenges and opportunities including the Transit Optimization Plan, ridership campaign, sales tax initiative, next generation fare collection system, and on call services to supplement MTS capabilities. He discussed the procurement selection process, and reviewed Civilian, Inc.'s experience, creative samples, market segmentation, product branding, and project costs. Lastly, he reviewed the recommendation and asked for questions and comments.

Ms. Bragg commented on Mr. Schupp's enthusiasm over the past years and said that he has done a great job growing the Marketing department. She stated that this particular contract is exciting and said that she would move the item for approval.

Ms. Salas asked if all Marketing department duties would be contracted out with this approval. Mr. Schupp replied that the majority of the work will still be done in-house, however Civilian, Inc. will be assisting as needed. Ms. Salas stated that she is happy to hear that the majority of the work will stay in-house, because the Marketing department has done a great job over the years.

Ms. Zapf asked if we have used outside marketing services in the past. Mr. Schupp replied that we have in the past, but due to budgeting constraints we moved most of those services in-house about ten years ago. Ms. Zapf requested for quarterly updates on marketing services to see if this service is effective in reaching our goals. She asked if we have expectations and benchmarks for this contract. Mr. Schupp stated that benchmarks will be developed and he will bring back quarterly status updates to the Board. Mr. Jablonski stated that MTS does have ridership benchmarks and goals in relation to the Transit Optimization Plan as well as for his annual review.

Mr. Diaz commented that he would like to see a return on investment and the benchmarks for this contract.

Mr. Alvarez commented that he would also like to see the benchmarks and how performance is going in relation to this contract. Mr. Alvarez inquired about the language translations they will provide. Stacey Nelson Smith, CEO of Civilian, Inc., replied that they have experience in thirteen different languages. Mr. Alvarez inquired about the costing related to translation services. Ms. Nelson Smith replied that the contract is set up in a task order format, so it will be determined based on the needs of MTS. Mr. Alvarez commented that he is concerned there will not be enough money allocated to the contract budget for the sales tax initiative. He also commented that the fare collection system rebranding will likely require a large portion of the contract. Mr. Schupp commented that there will likely be an additional budget for the marketing and packaging of the new fare collection system rebranding, but we will first obtain customer feedback before moving forward in a particular direction.

Mr. Jablonski noted that the process for procuring on-call marketing services began before any substantive discussions of the sales tax initiative. He stated that this firm has the capabilities that can help us with the sales tax initiative and we will bring back a request for additional budget authority in the future related to the item if needed.

Mr. Diaz commented that in the future he would like to see the top vendor selections that were considered in the procurement so that the Board could see the other vendor work products as a comparison to the recommended vendor. He stated that he will support the recommendation to approve Civilian, Inc. for the contract however he would have liked to see the work product of Southwest Strategies in the presentation too.

Action Taken

Ms. Bragg moved to authorize the Chief Executive Officer (CEO) to: (1) Execute MTS Doc. No. G2053.0-18 with Civilian Inc., for up to a three (3) year base term with two (2) one-year options to provide Creative, Marketing, Branding On Call Services; and (2) Exercise each option year at the CEO's discretion. Ms. Cole seconded the motion, and the vote was 14 to 0 in favor with Mr. Roberts absent.

31. San Diego Metropolitan Transit System (MTS) Mobile Hub Application - Contract Award (Rob Schupp)

Mr. Schupp provided a presentation on the MTS Mobile Hub Application contract with Datamatics Global Services, Inc. He reviewed the project overview including MTS information

accessibility with apps, website and phone/texting. He discussed the mobile hub application goals, selections process, services provided, delivery schedule, and project costs.

Mr. Sandke commented that he had a discussion with SANDAG regarding a similar application including Ubers and taxicabs for first mile, last mile capabilities. He stated that we need to think bigger with integrating ride sharing. Gary Dexter, MTS Application Development and Support Manager, commented that they are planning on integrating those services within the application. Mr. Sandke asked for staff to speak with SANDAG about this project and application.

Mr. Diaz asked if MTS will own the code to the application. Mr. Dexter replied that MTS has intellectual property of this application.

Mr. Hall asked if this will be a separate and new application compared to the current Compass Cloud application. Mr. Dexter replied that this will be a new application and will replace all of the previous applications.

Mr. Alvarez inquired about what items may be missing from this application. Mr. Dexter replied that he cannot think of anything we are missing in the application. Mr. Alvarez asked about the language capabilities. Mr. Dexter replied that the initial roll out will include English and Spanish, but the contractor is capable of adding additional languages as needed. Mr. Jablonski also noted that we are developing a platform for this application however certain features will roll out as they become available such as the new fare collection system.

Action Taken

Mr. Diaz moved to authorize the Chief Executive Officer (CEO) to: (1) Execute MTS Doc. No. G2079.0-18 with Datamatics Global Services Inc., analysis, design, development, training, implementation and support maintenance for one and a half (1.5) year base period with two (2) option years to provide a MTS Mobile Hub Application; and (2) Exercise each option year at CEO's discretion. Mr. Hall seconded the motion, and the vote was 14 to 0 in favor with Mr. Roberts absent.

REPORT ITEMS

45. First Transit/Taxicab Pilot - Access Services (Bill Spraul)

Bill Spraul, Chief Operating Officer – Transit Services, provided a presentation on the First Transit/Taxicab Pilot for Access Services. Mr. Spraul provided a background on the service and pilot. He reviewed the details of the Access taxicab pilot program, pilot program tools, pilot program quality assurance, pilot schedule, notification letter to the customers regarding the pilot, and pilot program FY 2019 target goals.

Ms. Bragg commented that she is excited for this pilot program. She stated that this presentation will be provided at the Accessible Services Advisory Committee (ASAC) meeting today. Ms. Bragg inquired about the estimated trip target selections for the pilot. Mr. Spraul replied that they conducted an analysis of last year's trip data and looked at riders who do not need ambulatory assistance and what would be an achievable percentage of those trips. Ms. Bragg inquired if there will be a customer feedback form. Mr. Spraul replied that is not something we have at this point, but will look into providing that form to the customers.

Mr. Diaz commented on the separate mobile applications people will have to use for MTS. He inquired how we will integrate those data management systems. Mr. Jablonski clarified that this service does not include a mobile application. He stated that staff will be using the Trapeze software system to manage the project and schedule trips.

Mr. McClellan asked why these specific riders do not use regular fixed route bus service if they do not require the use of an Access vehicle. Mr. Jablonski replied that under the Americans with Disabilities Act (ADA), not everything that qualifies a person as being disabled is always physical. Mr. Spraul commented that the minimum threshold requirement for a person to use Access is to be unable to physically or functionally use the fixed route bus or trolley system.

Ms. Zapf commented that she believes ride sharing is a great alternative to basic public transit services. She asked what the travel distance limits are while using Access service. Mr. Spraul replied that we are required to provide this service within a three-quarter mile range of our entire fixed-route system. He stated that the average trip is about seven to eight miles in length. Ms. Zapf also made a recommendation on possibly adding some Midway-area bus loops from Old Town Transit Center to the Liberty Station area. She stated that this type of service could be used in other high population areas to reduce congestion.

Ms. Cole commented that this sounds like a great pilot project. She asked that we keep the quality and standards up for the taxicabs.

Ms. Bragg commented that MTS is transformational in people's lives and this service will be transformational too.

Mr. McClellan asked what percentage of people we transport need a lift van versus do not need a lift van. Mr. Spraul replied that about 25% of our customers are in mobility devices, but there are others that may not be in mobility devices, but may require lift services.

Mr. Jablonski commented that we are not only doing this to improve the overall service, but we are looking to help meet the demand based on federal regulations.

Action Taken

No action taken. Informational item only.

46. Operations Budget Status Report for April 2018 (Larry Marinesi)

Larry Marinesi, Chief Financial Officer, provided a presentation on the Operations Budget Status Report for April 2018. He reviewed the total operating revenues, total operating expenses, and total operating variance. Lastly, he reviewed on-going concerns including sales tax subsidy revenue, State of California budget, passenger levels, and energy prices.

Mr. Alvarez inquired about the sales tax subsidy revenue projections. Mr. Marinesi replied that projection includes TDA and TransNet gross revenues for the entire region.

Action Taken

No action taken. Informational item only.

59. Ad Hoc Ballot Measure Committee Report (Board Member David Alvarez)

Mr. Alvarez stated that the committee had its first meeting last month. He provided the dates of the next meetings including July 20 at 1:30pm, September 7 at 1:30pm and November 9 at 1:30pm. He reviewed the details of the meetings including reviewing the results of Measure A, and an extensive discussion with consultants needed for the sales tax initiative. He stated that Civilian, Inc. was one of those consultants. Mr. Alvarez stated that we also have two services currently under contract including Muni Services, which provides help with financial analysis, and Best Best & Krieger, which will provide legal services. He noted that an important part of this process will be detailing the expenditures and plan of the proposed sales tax. Mr. Jablonski stated that staff will bring a contract recommendation for planning services to the Board next month. Lastly, Mr. Alvarez stated that staff is also beginning the procurement process for a political consultant.

60. Chair Report

There was no Chair report.

61. Chief Executive Officer's Report

Mr. Jablonski stated that the MTS Rail Division won the APTA Gold Award in safety this year. He reviewed the details of the trolley safety plan and presented a video about the results of the plan which was also presented at the APTA Rail Conference awards ceremony.

62. Board Member Communications

There were no Board Member communications.

63. Additional Public Comments on Items Not on the Agenda

There were no additional public comments.

64. Next Meeting Date

The next regularly scheduled Board meeting is July 26, 2018.

65. Adjournment

Chair Gomez adjourned the meeting at 11:05 a.m.

/s/ Georgette Gómez
Chairperson
San Diego Metropolitan Transit System

Filed by:

Approved as to form:

/s/ Julia Tuer
Clerk of the Board
San Diego Metropolitan Transit System

/s/ Karen Landers
General Counsel
San Diego Metropolitan Transit System

Attachment: Roll Call Sheet

SAN DIEGO METROPOLITAN TRANSIT SYSTEM
BOARD OF DIRECTORS
ROLL CALL

MEETING OF (DATE): June 14, 2018

CALL TO ORDER (TIME): 9:05 a.m.

RECESS: _____

RECONVENE: _____

CLOSED SESSION: _____

RECONVENE: _____

PUBLIC HEARING: 9:20 a.m.

RECONVENE: 9:47 a.m.

ORDINANCES ADOPTED: _____

ADJOURN: 11:05 a.m.

BOARD MEMBER	(Alternate)	PRESENT (TIME ARRIVED)	ABSENT (TIME LEFT)
ALVAREZ	<input checked="" type="checkbox"/> (Cate) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
ARAMBULA	<input checked="" type="checkbox"/> (Mendoza) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
BRAGG	<input checked="" type="checkbox"/> (Spriggs) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
COLE	<input checked="" type="checkbox"/> (Ward) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
DIAZ	<input checked="" type="checkbox"/> (Aguilar) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
FAULCONER	<input type="checkbox"/> (Zapf) <input checked="" type="checkbox"/>	9:12 a.m.	11:05 a.m.
GOMEZ	<input checked="" type="checkbox"/> (Bry) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
HALL	<input checked="" type="checkbox"/> (Jones) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
MCCLELLAN	<input checked="" type="checkbox"/> (Goble) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
MCWHIRTER	<input checked="" type="checkbox"/> (Arapostathis) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
MULLIN	<input checked="" type="checkbox"/> (TBD) <input type="checkbox"/>	9:00 a.m.	10:49 a.m.
RIOS	<input checked="" type="checkbox"/> (Sotelo-Solis) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
ROBERTS	<input type="checkbox"/> (Cox) <input type="checkbox"/>		
SALAS	<input checked="" type="checkbox"/> (Aguilar) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.
SANDKE	<input checked="" type="checkbox"/> (Donovan) <input type="checkbox"/>	9:00 a.m.	11:05 a.m.

SIGNED BY THE CLERK OF THE BOARD: Julia Teller

CONFIRMED BY MTS STAFF ATTORNEY: Samantha Lorio